

MEDICAL ASSISTANT

Technical Diploma

Program Code: 31-509-1

Total Credits: 29-31

Mid-State's Medical Assistant program prepares graduates to work confidently in medical offices and clinics, assisting in the reception, examination, and treatment of patients. You'll learn valuable clinical and clerical skills as well as how to sterilize equipment and perform lab procedures, EKGs, and injections. The program's combination of classroom instruction and clinical practicum at a variety of area medical offices and clinics provides comprehensive, cognitive (knowledge), psychomotor (skills), and affective (behavior) preparation. Successful graduates are eligible to write one of two voluntary national certification exams for medical assistants.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

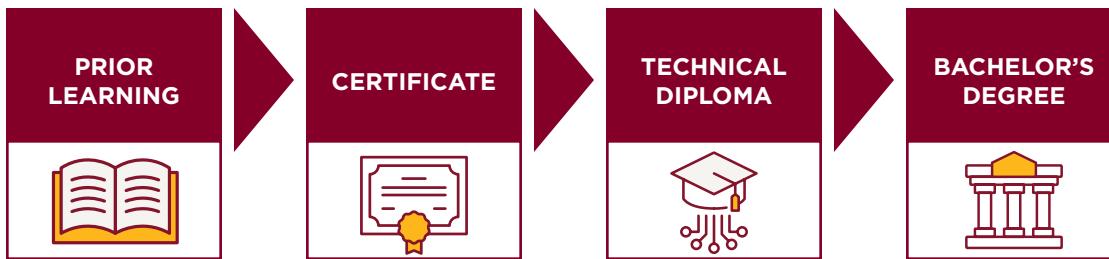
mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Healthcare Foundations (5-6 Credits)

Technical Diploma

- Medical Assistant (29-31 Credits)
Start Your Career: Appointment Clerk (Medical/Dental), Medical Administrative Assistant, Medical Assistant, Medical Records Clerk, Patient Services Representative

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Dental Assistant, Health & Wellness Promotion, Health Information Management, Medical Coder, Nursing, Nursing Assistant, Phlebotomy Technician, Radiography, Respiratory Therapy, Sterile Processing Technician, Surgical Technology

OUTCOMES

Employers will expect you, as a Medical Assistant graduate, to be able to:

- Perform medical office administrative functions.
- Provide patient care in accordance with regulations, policies, laws, and patient rights.
- Perform medical laboratory procedures.
- Demonstrate professionalism in a health care setting.
- Demonstrate safety and emergency practices in a healthcare setting.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students are notified of TSA reporting in the Medical Assistant course.

ACCREDITATION

The goal of this program is “to prepare Medical Assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.” This program is accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Graduates are eligible to take the national certification exams offered by the American Association of Medical Assistants (AAMA) and American Medical Technologists (AMT).

Commission on Accreditation of Allied Health Education Programs

9355 113th St. N, #7709, Seminole, FL 33775
Phone: 727-210-2350 • www.caahep.org



ADDITIONAL ENTRY CRITERIA

To apply to the Medical Assistant program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form

Mid-State Technical College • Admissions
500 32nd Street North, Wisconsin Rapids, WI 54494

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a medical assistant is available at mstc.edu/programs/medical-assistant. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

PROGRAM PROGRESSION AND COMPLETION

In order to maintain a passing status and progress in the program, students must:

- Repeat courses not completed with a grade of “C” or better prior to progressing in program courses with co- or prerequisites.
- Receive a grade of “C” or better in all courses required for graduation.
- Please note that the ability to repeat courses is dependent upon availability in courses. Students may be required to apply for program re-entry in order to repeat courses within the program's instructional area.

STUDENT HANDBOOK

Visit mstc.edu/studenthandbook to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum placement scores.

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Medical Assistant • 29-31 Total Credits

Term 15-17 Credits	Course Number	Course Name	CPL	Credits
	31801368	Workplace Communication	No	1
	31509301	Medical Assistant Administrative Procedures	No	2
	31509302 or 10806177	Human Body in Health & Disease or General Anatomy & Physiology	No	3 or 4
	31509303	Medical Assistant Laboratory Procedures 1	No	2
	31509304	Medical Assistant Clinical Procedures 1	No	4
	31509320 or 10501101	Medical Terminology for Medical Assistant or Medical Terminology	No or Yes	2 or 3
	10890102	GPS for Student Success	Yes	1

Term 14 Credits	Course Number	Course Name	CPL	Credits
	31509305	Medical Assistant Laboratory Procedures 2	No	2
	31509306	Medical Assistant Clinical Procedures 2	No	3
	31509307	Medical Office Insurance and Finance	No	2
	31509308	Pharmacology for Allied Health	Yes	2
	31509309	Medical Laws, Ethics, and Professionalism	No	2
	31509310	Medical Assistant Practicum	No	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Medical Assistant • 29-31 Total Credits

Term	Course Number	Course Name	CPL	Credits
6-8 Credits	31509302 or 10806177	Human Body in Health & Disease or General Anatomy & Physiology	No	3 or 4
	31509320 or 10501101	Medical Terminology for Medical Assistant or Medical Terminology	No or Yes	2 or 3
	10890102	GPS for Student Success	Yes	1
3 Credits	Course Number	Course Name	CPL	Credits
	31509308	Pharmacology for Allied Health	Yes	2
	31801368	Workplace Communication	No	1
10 Credits	Course Number	Course Name	CPL	Credits
	31509301	Medical Assistant Administrative Procedures	No	2
	31509303	Medical Assistant Laboratory Procedures 1	No	2
	31509304	Medical Assistant Clinical Procedures 1	No	4
	31509309	Medical Laws, Ethics, and Professionalism	No	2
10 Credits	Course Number	Course Name	CPL	Credits
	31509305	Medical Assistant Laboratory Procedures 2	No	2
	31509306	Medical Assistant Clinical Procedures 2	No	3
	31509307	Medical Office Insurance and Finance	No	2
	31509310	Medical Assistant Practicum	No	3

General Anatomy & Physiology

10806177

4 credits

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

Prerequisite: High School GPA of 2.6 and MMS_1 and MMM_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Human Body in Health & Disease

31509302

3 credits

Students learn to recognize human body structure and function in health and disease states. Students explore the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of diseases commonly diagnosed and treated in the medical office setting.

Medical Assistant Administrative Procedures

31509301

2 credits

Introduces medical assistant students to office management, business administration, and the electronic medical record (EMR) in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies.

Prerequisite: Admission to Medical Assistant program 315091; Corequisite: 31509304 Medical Assistant Clinical Procedures 1

Medical Assistant Clinical Procedures 1

31509304

4 credits

Introduces medical assistant students to clinical procedures performed in the medical office setting. Students perform basic examining room skills, including screening, vital signs, patient history, minor surgery, and patient preparation for routine and specialty exams in the ambulatory setting. Learners explore communication principles and psychology theories related to patient care.

Prerequisite: Admission into Medical Assistant program 315091; Corequisite: Medical Assistant Laboratory Procedures 1 31509303, Medical Assistant Administrative Procedures 31509301

Medical Assistant Clinical Procedures 2

31509306

3 credits

Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory setting. Students learn preventive care and principles of nutrition.

Prerequisites: Medical Assistant Clinical Procedures 1 31509304, Medical Assistant Laboratory Procedures 1 31509303, Medical Terminology for Medical Assistants 31509320, and Human Body in Health and Disease 31509302; Corequisite: Medical Assistant Laboratory Procedures 2 31509305

Medical Assistant Laboratory Procedures 1

31509303

2 credits

Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform Clinical Laboratory Improvement Amendment (CLIA) waived routine laboratory procedures commonly performed in the ambulatory care setting. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology and urinalysis testing.

Prerequisite: Admission to Medical Assistant program 315091; Corequisite: Medical Assistant Clinical Procedures 1 31509304

Medical Assistant Laboratory Procedures 2

31509305

2 credits

Prepares students to perform phlebotomy and Clinical Laboratory Improvement Amendment (CLIA) waived hematology, chemistry, immunology and laboratory procedures commonly performed by medical assistants in the ambulatory care setting.

Prerequisite: Medical Assistant Laboratory Procedures 1 31509303; Corequisite: Medical Assistant Clinical Procedures 2 31509306

Medical Assistant Practicum

31509310

3 credits

Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health care settings. Learners perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. This is a supervised, unpaid, clinical experience. AAMA required Practicum - 160 minimum hours (AAMA minimum) up to 216 hours.

Prerequisites: Medical Assistant Laboratory Procedures 2 31509305 and Medical Assistant Clinical Procedures 2 31509306

Medical Law, Ethics, and Professionalism

31509309

2 credits

Prepares students to display professionalism and perform within ethical boundaries in the healthcare setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

Medical Office Insurance and Finance

31509307

2 credits

Introduces medical assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students also use medical coding and managed care terminology to perform insurance-related duties.

Prerequisite: Admission to Medical Assistant program 315091;

Corequisite: Medical Assistant Clinical Procedures 2 31509306

Medical Terminology

10501101

3 credits

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Learners practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

Medical Terminology for Medical Assistants

31509320

2 credits

Focuses on the prefixes, suffixes, and root words of medical terminology. Students will practice pronunciation, spelling, and analysis of words associated with different body systems. Abbreviations common to the field of medical assisting will be introduced.

Pharmacology for Allied Health

31509308

2 credits

Introduces students to medication classification, basic pharmacology principles, and supplements. Students apply basic pharmacodynamics to identify common medications and calculate dosages in preparation for medication administration.

Workplace Communication

31801368

1 credit

Analyze workplace communication situations to develop professional verbal and written communication skills. Learners apply verbal and written communication skills, as well as conflict resolution strategies, to improve workplace communication climates and promote personal and professional growth.